

# Keyboarding

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## Course Description

This course is designed to introduce students to effective keyboarding methods. The objective is to enhance their skills so that the keyboard becomes a familiar and comfortable place for the student. Plus, the course is geared to grow their skills and prepare them for the use of 21<sup>st</sup> century skills in the real world. The course will be a guided environment with a student-centered focus. The goal is to begin enhancing the technique, accuracy, and speed of the student so as to make their typing skills a strength.

## Course Objectives

Students will identify and know locations of numbers, letters, and symbols on the keyboard.  
Students will know how to use the home row as a guide and starting point for their typing skills.  
Students will understand technique and posture pertaining to keyboarding.  
Students will become effective and accurate when typing and creating copy.  
Students will improve upon current typing skills to establish new goals for themselves.  
Students will create different documents demonstrating their typing abilities.

Students will use the website [typing.com](http://typing.com) as their primary source of lessons and activities.

## Course Policies/Expectations

Students are expected to behave and conduct themselves in a manner consistent with the expectations in the Woodward-Granger Middle & High School Student/Parent Handbook. Specific classroom rules for Introduction to Business include:

- Treat others as you want to be treated.
- Students are expected to treat their classmates, teachers, and guests with respect.
- Students must be prepared for the daily activities by being on time, bring proper materials, completed work, and a willingness to learn.
- Students must follow the school's Electronic Device policy. Cell Phones are **NOT** permitted at anytime during the period. During designated times and by my discretion, I **WILL** allow them as the use of MP3 players/iPods. If the use of these devices becomes inappropriate, the opportunity to use these devices will be taken away.
- Students are expected to be active participants in the learning experience and work with their peers and teachers to achieve the course objectives that will prepare them for the 21<sup>st</sup> century

## Tardy Policy

The school handbook allows for 5 tardies before a Saturday School is given. In my classroom the policy is as follows for the initial tardies.

1st Tardy - Verbal Warning

2nd - 4th - 25 Minutes with teacher (Bring school work or be put to work before or after school)

# Grading Policies

**Daily Work/Lessons** - All daily work/lessons will need to be completed by the last week of the quarter to prepare for their Final Keyboarding Test, Keyboard ID Test, Final Home Assessment. Students will be given guidance on when lessons need to be completed by, however students will type and complete exercises at a variety of paces. Therefore, you will need to stay on top of what is expected to be completed by the suggested date.

All work will be posted on my website and will show what lessons will be worked on in class that day.

## **Grade Book Updates**

Grade Book updates will be completed for every Monday to show progress. The identifiers below will show student work progress in their daily assignments.

2 - Completed Lesson, above 95% accuracy

1 - Completed Lesson, did not complete above 95%

I - Incomplete, student did not completed the exercise by suggested date. (Will not impact the grade, but not done)

0 - Did not complete by the last week of the Quarter

## **Home Row Skills**

Students will be assessed each work during lesson work in the development of their Home Row Skills. The Rubric is below.

1	2	3	4	5
Does not focus or stay on typing activities, constant reminders about home row and posture, eyes never look at the screen unless they need to see a word, falls behind in completing lessons due to lack of focus.	Poor job staying on task, eyes are looking at the keyboard instead of the screen, hands are not using the Home Row, needs constant reminders about home row and posture.	Stays mostly focused on typing activities, gets off task easily, eyes focused some of the time on the screen, their hands are using the Home Row keys for half the time and demonstrates good posture on occasion but needs reminders.	Consistently focuses on typing activities, stays mostly on task, eyes focused almost always on the screen, their hands using the Home Row keys for the most part and demonstrates good posture for most of the period.	Consistently focuses on typing activities, stays on task, eyes focused primarily on the screen, their hands using the Home Row keys and demonstrates good posture.

## **Assessments**

There are 3 assessments at the end of the quarter, identifying the learning and development of the students throughout the quarter.

**Final Typing Test** - 5 minute test looking at their accuracy and speed. (2 Attempts)

**Home Row Final Test** - Sentence Typing to show their ability to use the Home Row/Eyes and Finger Movement

**Keyboard Identification** - Assessment to demonstrate knowledge of the keyboard and location of the keys to assist in home row development.

## **Quarter Weights**

Assessments – 40%

Daily Work/Practice – 40%

Home Row Skills - 20%